MANAGING THE VERIS HOPPER

Best Practices

Lisa Jeffers – Registrar/Director of Elections

City of Waynesboro

Constance Tyler – Deputy Registrar

Chesterfield County

VERIS Hoppers

- VERIS Hoppers
- Paper OAB Hopper
- DMV OVR Hopper
- Felony Convictions
- Paper OVR Hopper
- DMV OAB Hopper
- Duplicates
- Transfers
- Death

VERIS Hoppers Continued

- Reinstate Hopper
- Mentally Incapacitated Hopper
- NCOA Matches
- Incomplete Registrations

Processing

- Hoppers must be processed within 30 days.
- If possible, have one person in the office responsible for processing the hopper. Larger jurisdictions will have multiple people processing records in the hopper. Some best practices for multiple people working the hopper are the following:

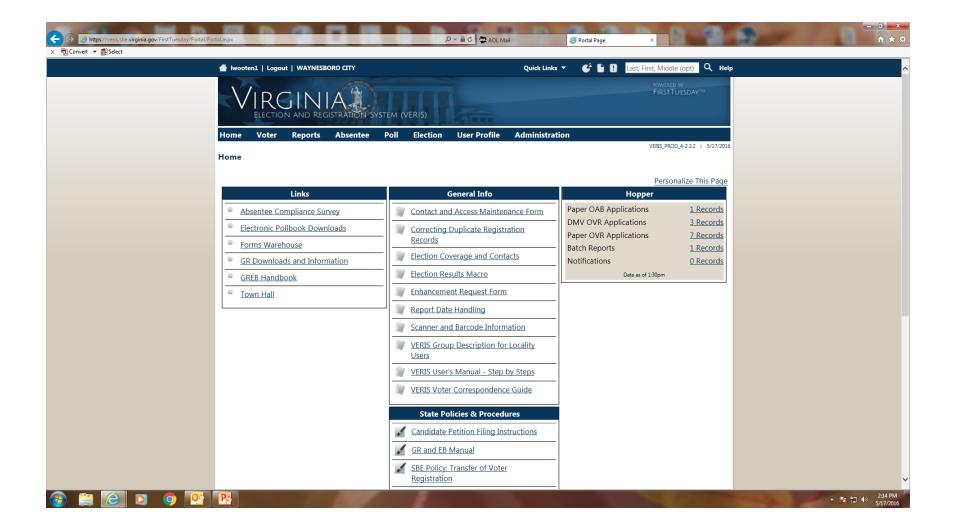
Processing

- Two persons print from the hopper.
- One prints from the front and the other prints from the back.
- Invaluable when hopper reaches 500 plus applications.
- Option 1
 - Print all applications populated in the hopper before starting data entry.
 - Multiple persons can process from the hopper by searching the name at the top.
 - Return to printing applications once the majority of printed applications are processed.
 - Continue the process above.

Processing

- Option 2
 - Allow individuals to process applications while printing.
 - Pages will shift during processing making it difficult to choose a specific page.
 - Requires greater concentration on the part of the person(s) printing.
- Paper cutting is invaluable with large volumes of applications from the hopper.

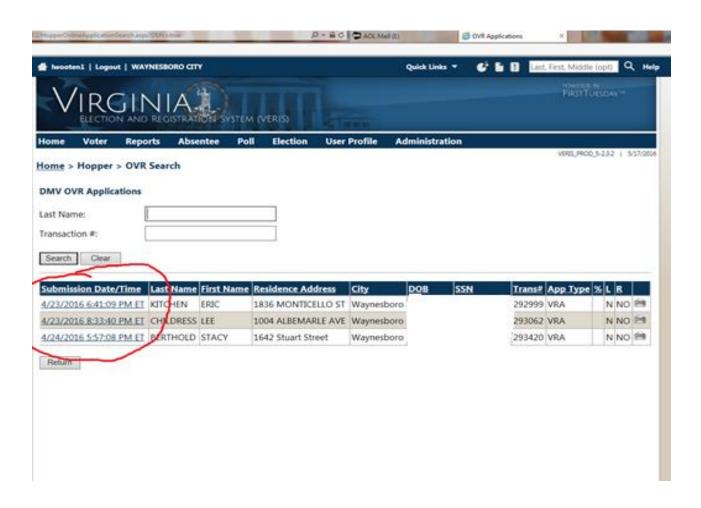
VERIS Home Page



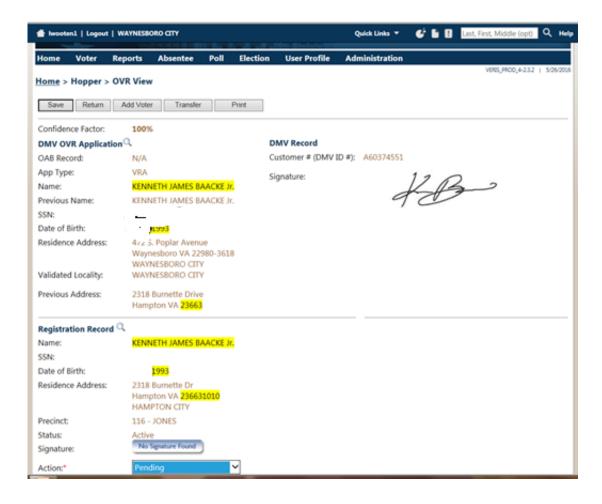
VERIS Hoppers

Hopper	•
⇒Felony Conviction	346 Records
∃Incomplete Registrations	23 Records
∋Transfers	2 Records
∋ Death	13 Records
⇒Reinstate Voters	2 Records
∋Felony Reinstatements	1 Records
Mentally Incapacitated	2 Records
Batch Reports	11 Records
Queued Reports	Records
∋SSIS Packages	2 Records
NCOA Matches	22 Records
∋ Notifications	1 Records
Data as of 1:00pm	

DMV OVR Hopper



DMV OVR Hopper Record



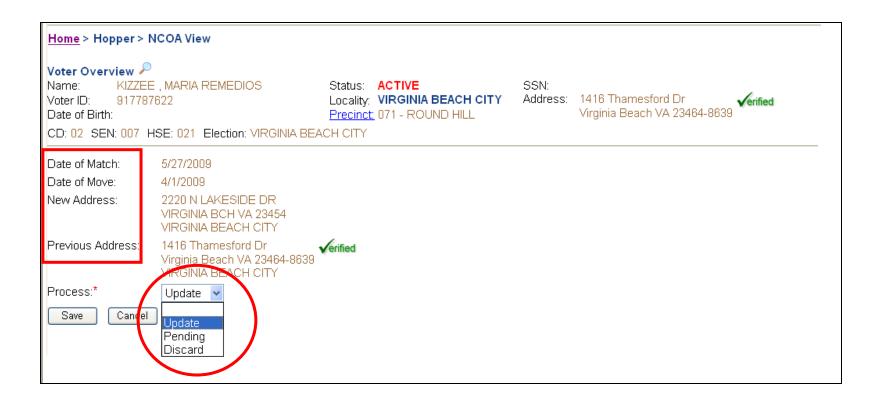
NCOA HOPPER

Hopper	•
→ Felony Conviction	346 Records
Incomplete Registrations	23 Records
 ∃Transfers	2 Records
 Death	13 Records
	2 Records
⇒Felony Reinstatements	1 Records
Mentally Incapacitated	2 Records
Batch Reports	11 Records
Queued Reports	Records
∃SSIS Packages	2 Records
NCOA Matches	22 Records
∍Notifications	1 Records
Data as of 1:00pm	

LIST OF VOTERS WITHIN THE HOPPER

NCOA Matche	s					
<u>Last Name</u>	First Name	<u>Address</u>	City	Locality	Date of Move	Process
<u>BONNER</u>	WANDA P	208 Weller Blvd	Virginia Beach	VIRGINIA BEACH CITY	4/1/2009	Pending
CAMPBELL	JUDY B	2213 Natoma Dr	Virginia Beach	VIRGINIA BEACH CITY	5/27/2009	Pending
<u>DAVIS</u>	NANCY L	2945 Saville Garden Way	Virginia Beach	VIRGINIA BEACH CITY	4/1/2009	Pending
<u>ELLARD</u>	LEAH D	608 Lake Point Cir	Virginia Beach	VIRGINIA BEACH CITY	5/27/2009	Pending
<u>GILLIAM</u>	PATRINA A	3436 Champlain Ln	Virginia Beach	VIRGINIA BEACH CITY	4/1/2009	Pending
<u>GOETZ</u>	MARK W	265 Air Station Dr	Virginia Beach	VIRGINIA BEACH CITY	4/1/2009	Pending
<u>HARRISON</u>	RANDYJ	321 Lavender Ln	Virginia Beach	VIRGINIA BEACH CITY	5/1/2009	Pending
<u>KING</u>	NANCY J	2276 Huckleberry Trl	Virginia Beach	VIRGINIA BEACH CITY	5/1/2009	Pending
<u>KIZZEE</u>	MARIA R	1416 Thamesford Dr	Virginia Beach	VIRGINIA BEACH CITY	4/1/2009	Pending
KOULOUKIS -	PATRICIA D	5608 Hatteras Rd	Virginia Beach	VIRGINIA BEACH CITY	5/27/2009	Pending

PROCESSING A VOTER FROM THE NCOA HOPPER

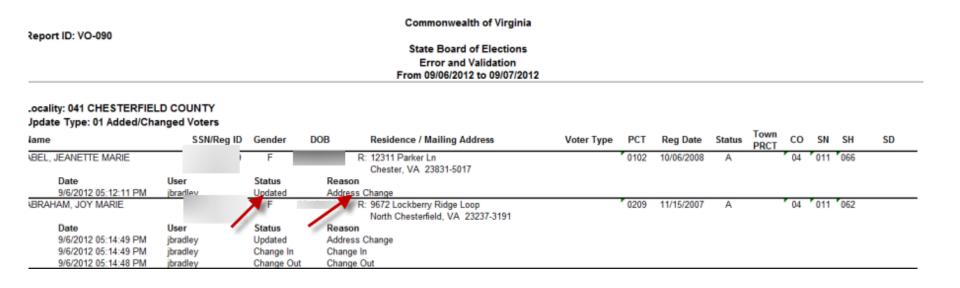


PROCESSING THE NCOA RECORD

Voter ID: 917787 Date of Birth:	, MARIA REMEDIOS 622 SE: 021 Election: VIRGINIA BEAC	Status: ACTIVE Locality: VIRGINIA BEA Precinct: 071 - ROUND CH CITY	ACH CITY		l416 Thamesford Dr ⁄irginia Beach VA 23464-8639	√erified
NVRA Tracking ID:	R - Confirmation Notice	Application Date:				
SSN:		DOB:	=			
Name:		t Name: RIA	Full Middle or REMEDIOS	Maiden Nan	ne Suffix:	
Day Phone: Residence Address:	2220 N Lakeside Dr Virginia Beach VA 23454-2018 VIRGINIA BEACH OITY	∠ √erified Residential				
Mailing Address:	☑ Same As Residence					
Previous Address:	□ Not Provided					_
	1416 Thamesford Dr Virginia Beach VA 23464-8639	⊈ √erified		—	Old address	
Poll Worker Interest: ID Provided:	☐ Protected: ☐ Needs	Voting Assistance: 🔲	Help Given:			
Military:	Overseas: Temp	orary: 🔲				
■ Prohibited Check	s - No Matches Found					
Approve In Precincts & Distri Manually Assign Precinct: 009 - TRANTWOOD	cts incts/Districts	iscard Reg				Process
Current: Congressional: State Senate: House of Delegates Election:	02 008 : 082 VIRGINIA BEACH CITY					

NCOA PROCESSING UPDATING VOTER REGISTRATION APPLICATIONS

- Use the E&V report to pull VVRA & document the update on the back.
- Download E&V as an excel spreadsheet



EXCEL SPREADSHEET WITH E&V DATA READY TO MERGE

	E15 ▼ (*)	f_x			<u>'</u>	
	Α	В	С	D	Е	F
1	EBEL, RYAN LANDON	6105 Waters Edge Rd	23112	0310	per NCOA Hopper	5/26/2016
2	HEISE, YOLANDA IVETTE	12618 Chester Grove Dr	23831	0111	per NCOA Hopper	5/26/2016
3	MILBY, ALAN WESLEY JR.	3137 Woodsong Dr	23112	0402	per NCOA Hopper	5/26/2016
4	OAKLEY, MELANY KRAUSE	13301 Lowery Bluff Way Apt 102	23112	0308	per NCOA Hopper	5/26/2016
	PRESTON, MARY OGDEN	11617 Boyd Rd	23831	0104	per NCOA Hopper	5/26/2016
6		_				

LABELS PRODUCED FROM E&V REPORT

HEISE, YOLANDA IVETTE 12618 Chester Grove Dr, 23831 0111 - per NCOA Hopper 5/26/2016

PRESTON, MARY OGDEN 11617 Boyd Rd, 23831 0104 - per NCOA Hopper 5/26/2016 MILBY, ALAN WESLEY JR. 3137 Woodsong Dr, 23112 0402 - per NCOA Hopper 5/26/2016

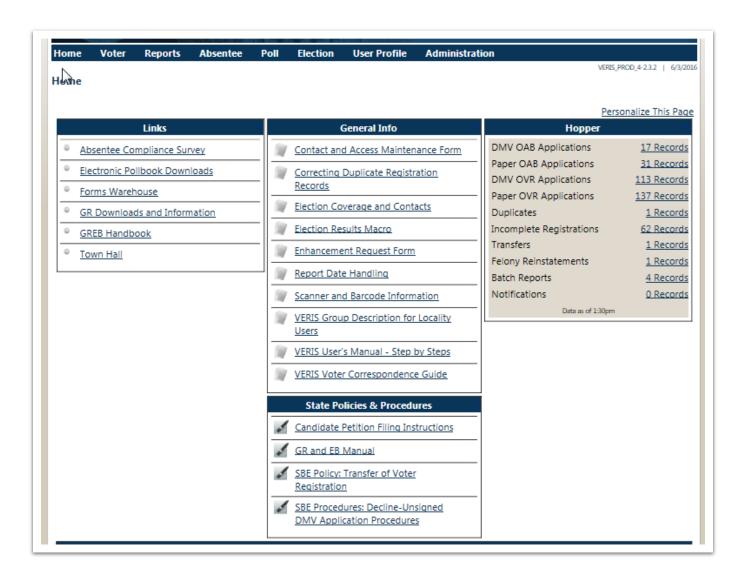
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OAKLEY, MELANY KRAUSE 13301 Lowery Bluff Way Apt 102, 23112 0308 - per NCOA Hopper 5/26/2016

EXAMPLE OF APPLICATION UDATED FROM NOCA HOPPER PROCESSING

OFFICE	NLY	OFFICE USE ONLY	OFFICE USE O	NLY
NEW LAST NAME	N(h	Y FIRST, MIDDLEMAIDEN NAME AND SUFFEX		DATE CHANGED
BATTS, SHAMICK, 14048 Old Hampstea 0112 PER NCOA HO 08/26/13	d Ct 23831	AJTHORIZED 81		DATE CHANGED
DECEASED DUT OF STATE PERSONAL REQUEST CONVICTED OF A FELONY _ NOTES.		RAPACITATED	TRANSPERRED OUT RE-REGISTERED INACTIVE STATUS REACTIVATED	

Online Absentee Ballot (OAB) Processing



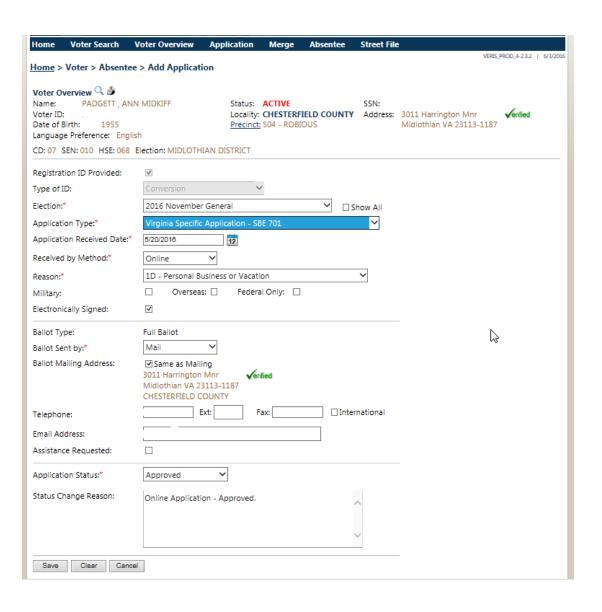
OAB HOPPER RECORDS

<u>Home</u> > Hopper > OA	B Search								- , .	
DMV OAB Applications		à								
Last Name:			Applie	cation Type:						~
Transaction #:			UOCA	AVA Applications:						
			Election	on:				~		
Search Clear										
										_
Submission Date/Time	Last Name	First Name	Voter ID	Election		Арр Туре	App Reason	Trans#	<u>R</u>	
4/28/2016 10:48:04 PM	May	Edward	000000000	2016 June Republ	ican	Virginia Specific Ap	1C - Business	36696	NO	
5/8/2016 12:52:48 PM	Eanes	Malik	000000000	2016 June Democ	ratic	Virginia Specific Ap	1E - Working	37232	NO	
5/8/2016 12:52:48 PM	Eanes	Malik	000000000	2016 June Democ	ratic	Virginia Specific Ap	1E - Working	37233	NO	
5/17/2016 1:39:05 PM	ADERHOLD	DANIEL	918418925	2016 November 0	enera	Virginia Specific Ap	1D - Personal Busi	37888	NO	
5/17/2016 9:13:26 PM	ALEXANDER	TIFFANY	361691367	2016 November G	enera	Virginia Specific Ap	1A - Student	37936	NO	
5/18/2016 7:26:52 AM	Shirley, Ms.	Maya	010844413	2016 November 0	enera	Virginia Specific Ap	6A - Military - Do	37957	NO	
5/18/2016 10:48:30 PM	McPeak	Samuel	477406198	2016 November G	enera	Virginia Specific Ap	1A - Student	38023	NO	
5/19/2016 10:33:45 AM	Campbell	Madeline	155293752	2016 November 0	enera	Virginia Specific Ap	1A - Student	38050	NO	
5/19/2016 12:03:36 PM	CASTRO	DALVIN	708302509	2016 November G	enera	Virginia Specific Ap	1C - Business	38061	NO	
5/19/2016 6:36:52 PM	SWEENEY	SHAWNEE	448744425	2016 November 0	enera	Virginia Specific Ap	1A - Student	38098	NO	
				1 2 2 4						

Example of Printed OAB Application

Virg	inia Online Virginia Specific Application - SBE 701
Locality	O-ESTERFIELD COUNTY
Edentification	Last Name: ADERHOLD First Name: DANIEL Middle Name: GILBERT Suffix: Voter ID: 918418925 Birth Date: 1973 Gender:M
FPCA Classification	
Absentee Reason	1D - Personal Business or Vacation Supporting Information: Fort Lauderdale, Flordia
First Annual Application?	
Election	2016 November General on 11-08-20
Telephone, Email and Fax	Phone: 804-852-2459 Email: talguy804@gmail.com
Residence Address	3016 Freedom Ln NORTH CHESTERFIELD, VA 232344432
Ballot Delivery Preference	Mail to Ballot Address
Ballot Mailing Address	141 NW 46th Street Cekland Park FL 33309
Assistance to Vote	Assistance Required: No
PPCA Block 9	
Affirmation	on this form is true, and (2) I am not requesting a ballot or voting in any other jurisdiction in the U.S., except the jurisdiction to which this application relates.
Signature	Clark
Date Submitted	5/17/2016 1:39:05 PM
Precinct Date-Receised " " Marked Booked In Received In Receiv	-, -, -, -

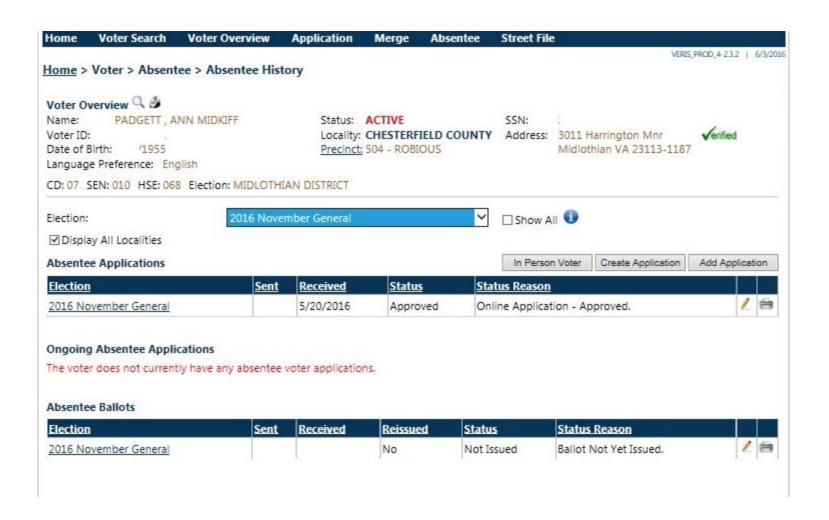
ABSENTEE PROCESSING SCREEN



OAB PROCESSING CONTINUED

DMV OAB Application		DMV Record	
OVR Record:	N/A	Customer # (DMV ID #))
OVR Status:	N/A	Signature:	
Election:	2016 November General		ann M. Padgitt
Last Name:	PADGETT		con angu
First Name:	ANN		
Middle Name:	MIDKIFF		First Annual Application: N/A
Suffix:			Employer Name & Address:
Voter ID:			
Military/Overseas/ Federal Only:			
Application Type:	Virginia Specific Application - SBE 701		
Application Reason:	1D - Personal Business or Vacation		
Supporting Reason:	Phoenix Arizona		Previous Name & Address:
Ballot Delivery Preference:	Mail		
Ballot Mailing Address:	3011 Harrington Mnr Midlothian VA 23113-1187		
Assistance to Vote Requested:	No		
Phone:			
Email:	B		
Fax:			
Submission Date:	5/20/2016		
(R) Research Required:			Date Moved:
			Résidence Address:
Comments:		Ç	3011 Harrington Mnr Midlothian VA 23113-1187
Absentee History			
Absentee Applications			
The voter does not currently hav	e any absentee voter applications.		
Ongoing Absentee Application	15		
	re any absentee voter applications.		
Absentee Ballots			
The voter does not currently hav	e any absentee ballots.		
Save Return Process Re	ecord Transfer Record Print		

PROCESSED ABSENTEE APPLICATION WAITING FOR BALLOT READY DATE



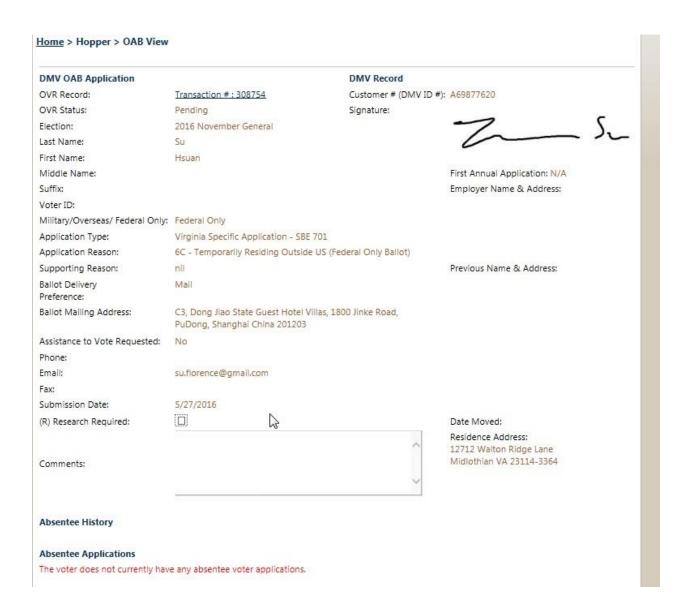
OAB With No Election Date

Home	Voter Re	ports Ab	sentee I	Poll Elec	tion User Profi	le Adı	ministration				
lama >	Hannar > 0/	D Canach						VE	RIS_PROD_4-2.3	2 6	/3/20
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OMV O	AB Application	s									
ast Nan	me:	(c		App	lication Type:						~
ransact	tion #:			uod	AVA Applications:						
		17		Elec	tion:				× 6	9	
						504					
Search	Clear										
	(b — — C)	150	Sec.		1						
Submis	sion Date/Time	Last Name	First Name	Voter ID	Election	А	рр Туре	App Reason	Trans#	R	
4/28/20	16 10:48:04 PM	May	Edward	000000000	2016 June Republi	can Vi	irginia Specific Ap	1C - Business	36696	NO	ä
5/8/201	.6 12:52:48 PM	Eanes	Malik	000000000	2016 June Democr	ratic Vi	irginia Specific Ap	1E - Working	37232	NO	8
5/8/201	.6 12:52:48 PM	Eanes	Malik	000000000	2016 June Democr	ratic Vi	irginia Specific Ap	1E - Working	37233	NO	á
5/19/20	16 6:36:52 PM	SWEENEY	SHAWNEE	448744425	2016 November G	enera Vi	irginia Specific Ap	1A - Student	38098	NO	8
	16 7:13:24 PM	murphy	derek	245376756	2016 November G	enera Vi	irginia Specific Ap	1A - Student	38418	NO	ä
5/23/20	45 442 40 214	matthews	donald	000000000	2016 November G	enera Vi	irginia Specific Ap	2A - Disability or.	38583	NO	8
4000 M 1000 0	16 4:43:49 PM									NIO	ä
5/25/20	16 7:35:29 AM	Ebel	Ryan	805324804		Fe	ederal Post Cards A	6A - Military - Do	38615	NO	
5/25/20 5/26/20			Ryan Kaleb		D. 1900 S. 100 S	1100	ederal Post Cards A Irginia Specific Ap	HUR WASHINGTON	0.0000000000000000000000000000000000000	NO	a
5/25/20 5/26/20 5/26/20	16 7:35:29 AM	Ebel Aurand	OPPOSITOR OF THE PROPERTY OF T	000000000	2016 November G	enera Vi		6A - Military - Do	38616	NO	-
5/25/20 5/26/20 5/26/20 5/27/20	16 7:35:29 AM 016 7:38:27 AM	Ebel Aurand Su	Kaleb	000000000 374010413	2016 November G	enera Vi enera Vi	irginia Specific Ap	6A - Military - Do 6C - Temporarily	38616	NO NO	á

OAB WITH APPLICATION PENDING AFTER CLOSE OF BOOKS

DMV OAB Application		DMV Record	
OVR Record:	Transaction #: 308453	Customer # (DMV ID #):	B69818375
OVR Status:	Closed	Signature:	0 61
Election:			Cypm Eh
ast Name:	Ebel		10000000
irst Name:	Ryan		
Middle Name:	Landon		First Annual Application: N/A
Suffix:			Employer Name & Address:
oter ID:			
filitary/Overseas/ Federal Only:	Military - Navy		
pplication Type:	Federal Post Cards Application	ı – FPCA	
pplication Reason:	6A - Military - Domestic		
upporting Reason:			Previous Name & Address:
PCA Classification:	I am a member of the Uniform Marine on active duty	ned Services or Merchant	
allot Delivery Preference:	1.Email, 2.Fax, 3.Mail		
allot Mailing Address:			
ssistance to Vote Requested:	No		
hone:	8043006363		
mail:	omnipresent72@icloud.com		
ax:			
ubmission Date:	5/26/2016		₩.
nd Date:	12/31/2017		
R) Research Required:			Date Moved:
omments:		^	Residence Address: 6105 WATERS EDGE RD Midlothian VA 23112-2419

OAB APPLICATION PENDING OVR RECORD



APPLICANT CURRENTLY REGISTERED IN ANOTHER LOCALITY

